

Chapter 12 - Intake - INT

Juvenile Intake Screen

The intake screen is used to record information such as court contacts about a minor who is not currently under the courts jurisdiction. This screen stores information on the problem, recommendations and the results of the recommendations the court issued.

Accessing the Juvenile Intake Screen:

NXT	TRAN	INT	TYPE	ADD	CASE	NBR	85632000	___	PET	00000000	EVT	___	PTY	___
-----	------	-----	------	-----	------	-----	----------	-----	-----	----------	-----	-----	-----	-----

From the Transaction Request Screen, enter INT in the Next Tran field and the option that you want to perform (ADD, INQ, MOD, DEL) along with the case number and suffix number, press <Enter>.

The screenshot shows a terminal window titled 'B' with the following fields and values:

- Intake **ADD** Case# **85632000**
- Name _____ Date ____
- Address _____
- City _____ State ____ ZIP _____ Phone ____
- DOB ____ Worker ____ School ____ Complainant ____ Gender ____ Race ____
- Pty type ____ Name _____
- Address _____
- City _____ State ____ ZIP _____ Phone ____
- Pty type ____ Name _____
- Address _____
- City _____ State ____ ZIP _____ Phone ____
- Type of Contact ____ Walk-in ____ Phone call ____
- Problem ____
- Recommendation _____
- Results ____
- Problem remarks _____

At the bottom, there is a status bar with the following text:

Nxt Tran **INT** Type **ADD** Case# **85632000** Petn# **00000000** Event# ____ Pty ____
 F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System
 F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

The bottom status bar also shows '02/007' and 'Connected to remote server/host OSMSOUTH using port 23'.

Following are the field descriptions from the Intake Screen.

~Intake~

This is the screen you are in and the process the system is executing.

~Case~

This is the case number.

~Name~

Enter the juveniles name.

~Date~

Enter the date this intake was processed in your court.

~Address, City, State and Zip~

Enter the parties address, city, state and zip.

~Phone~

Enter the parties telephone number.

~Type of Contact~

Enter the type of contact that was made by entering an "X" in the telephone or walk in fields.

~Problem~

Enter the problem codes that initiated this intake. Press <F4> for a list of valid problem codes.

~Recommendation~

Enter text regarding the recommendation the court gave to the complainant regarding the problems.

~Results~

Enter the result codes that best describes the result of this case. Press <F4> for a list of valid codes.

~Problem Remarks~

Enter text regarding any problem remarks the court may have.

Adding or Modifying the Intake Screen

From the Next Tran line, enter the following

Adding:

NXT	TRAN	<u>INT</u>	TYPE	<u>ADD</u>	CASE	NBR	<u>03000521</u>	___	PET	<u>00000000</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

Modifying:

NXT	TRAN	<u>INT</u>	TYPE	<u>ADD</u>	CASE	NBR	<u>03000521</u>	___	PET	<u>00000000</u>	EVT	___	PTY	___
-----	------	------------	------	------------	------	-----	-----------------	-----	-----	-----------------	-----	-----	-----	-----

Press <Enter>. The system will return the requested screen.

Intake ADD Case# 85632000

Name _____ Date _____

Address _____

City _____ State _____ ZIP _____ Phone _____

DOB _____ Worker _____ School _____ Complainant _____ Gender _____ Race _____

Pty type _____ Name _____

Address _____

City _____ State _____ ZIP _____ Phone _____

Pty type _____ Name _____

Address _____

City _____ State _____ ZIP _____ Phone _____

Type of Contact _____ Walk-in _____ Phone call _____

Problem _____

Recommendation _____

Results _____

Problem remarks _____

Nxt Tran INT Type ADD Case# 85632000 Petn# 00000000 Event# _____ Pty _____

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

MP b 02/007

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

Enter information in the above fields.

Inquiring on an Intake Screen

From the Next Tran line, enter the following

```
NXT TRAN   INT  TYPE INQ  CASE NBR  11122222  PET 00000000 EVT  PTY
```

Press <Enter>. The system will return the requested screen.

Intake INQ Case# 02000099

Name INTAKE, TESTING, Date 701 2002

Address _____

City _____ State _____ ZIP _____ Phone _____

DOB _____ Worker _____ School _____ Complainant _____ Gender _____ Race _____

Pty type _____ Name _____

Address _____

City _____ State _____ ZIP _____ Phone _____

Pty type _____ Name _____

Address _____

City _____ State _____ ZIP _____ Phone _____

Type of Contact _____ Walk-in _____ Phone call _____

Problem _____

Recommendation _____

Results _____

Problem remarks _____

Nxt Tran _ INT Type INQ Case# 02000099 Petn# 00000000 Event# _____ Pty _____

F1=Help F2=Nxt Tran F3=Exit F4=Prompt F6=System

F8=Probate F9=Name Inq F10=Attny Inq F13=Notes F14=Dkt.Inq F16=Inv.Cal

02/007

Connected to remote server/host OSMSOUTH using port 23

\\SCAO\IN54QLS on Ne05:

Deleting an Intake Screen

From the Next Tran line, enter the following

NXT TRAN	<u>INT</u>	TYPE	<u>DEL</u>	CASE NBR	<u>02000099</u>	PET	<u>00000000</u>	EVT	___	PTY	___
----------	------------	------	------------	----------	-----------------	-----	-----------------	-----	-----	-----	-----

Press <Enter>. The system will return the requested screen.

USER: J44ANGIE TRANSACTION REQUEST SCREEN RELEASE: 05/2003

Juvenile Transactions	Receivable Transactions	Vendor Transactions
CSE - Case	ARM - Master Inquire	APD - Other Vendor Maint.
PET - Petition	ARU - Master Maintenance	APA - Attny Vendor Maint.
PTY - Party	CHK - Master Payment Inq	APF - Facil Vendor Maint.
EVT - Event	LUP - Receipt Inquiry/Void	APV - Voucher Processing
IDX - Index	ARP - Receive Payments	API - Voucher Inquiry
ACK - Acknowledgment	ADJ - Adjustment	APP - Voucher Payments
TRF - Traffic	CRM - Credit Memo	APJ - Voucher Adjustments
INT - Intake	FST - Financial Statement	Accounting Transactions
DOC - Document	DSS - FIA 207 Setup	ACT - Account Maintenance
SUM - Summary	RST - Restitution Process	BMT - Budget Maintenance
FRD - Financial Order		BIQ - Budget Inquiry
	Adoption Transactions	PRM - Price File Maint.
Reports	ADC - Adoption Case Header	Other Options
RPT/JUV - Juvenile	ADP - Adoption Party	REL - Release Information
RPT/FIN - Financial	ADE - Adoption Event	CNI - Central Name Index
RPT/ADP - Adoption	ADS - Adoption Case Summary	CPI - Cir/Pro Name Index
	ADF - Adoption Forms	CCL - Central Calendar

NXT TRAN INT TYPE DEL CASE NBR 02000099 PET 00000000 EVT ___ PTY ___

F3=Exit F5=Setup F6=System Commands F8=Probate F9=Name Lookup

F10=Attorney F14=Docket Request F16=Inv/Date F20=File Maintenance **Help**

INTAKE RECORD DELETED

21/013

Connected to remote server/host OSMSOUTH using port 23 \\SCAO\IN54QLS on Ne05:

The system will display a message indicating that the intake case was deleted.